

City of Chattanooga, TN
Personnel Class Specification

Class code 0118

FLSA: Exempt

CLASSIFICATION TITLE: PROGRAMMER ANALYST

PURPOSE OF CLASSIFICATION

The purpose of this classification is to serve as analyst and project leader for business application software research, business process mapping, software recommendation, implementation and support of purchased software; classification also is to serve as supervisor for teams engaged in design, development, implementation, maintenance and support of business application software solutions for the City of Chattanooga.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Serves as analyst and project leader for implementation of purchased software for the City. Duties include, but are not limited to: working with user-department to analyze user and system requirements; business process analysis and mapping, forming project team and providing leadership, researching software and developing RFP's based on results of departmental analysis, evaluating and recommending software based on bid responses, functional and technical analysis, leading the implementation effort, serving as main liaison between City and Software vendor once contract is established.

Supervises and leads project teams in the design, development, and implementation of software applications for City-maintained automated systems; works with user-department to analyze user and system requirements; reviews operations to gain and apply knowledge of work-flow and business processes; designs application format and structure to best meet requirements and work-flow; supervises team in the coding, testing, debugging, and installation of software application.

Communicates with users regularly to stay abreast of requests, needs and problems.

Communications with vendors regularly to stay abreast of project schedules, software releases, upgrades and direction.

Analyzes user requests for feasibility, priority, and time requirements, then develops and writes project plans to address user needs accordingly;

Assigns program modifications, and verifies testing procedures thoroughly before moving to production or integrating into system; addresses production problems of new modifications.

Prepares program specifications, reviews completed programs and their output for function and adherence to standards.

Researches new software and computer equipment in order to acquire expertise with usage and applications; attends outside meetings, conferences, and seminars regarding computer systems analysis and programming; trains other personnel on new technology and languages.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Vocational/Technical degree with training emphasis in Computer Science, Information Systems technology, or other closely related field, Associates degree preferred; supplemented by three (3) to five (5) years previous experience and/or training that includes analysis and IT project management.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment and machinery, requiring the monitoring, adjustment, regulation, and/or setting of multiple conditions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Edited: October, 2005